

I will give you the questionnaire, which you must complete fully.

To ensure quick account-opening process, you must send the electronic version of this questionnaire from your own email to the following address: KYC@bog.ge.

Scanned or digital version of the questionnaire (photo taken by phone) will be acceptable.

Also, you must send the account statement of the last 6 months from your existing bank account and the proof of your business/professional activity (for example, statement from the employer or the employment contract) to the same email address: KYC@bog.ge. These documents must be in English.

When you send the documents to KYC@bog.ge, you must indicate your name and surname (in English) and passport number in the SUBJECT.

After sending these documents, you will be notified about the bank's decision on your email in 1-3 days. In case of the positive decision, you may visit any service-center (branch) of the bank and complete an account opening process.



KYC Questionnaire – Natural Persons

1. General Information

| | | | |
|---|--|---------------|--|
| Full name of the Account Holder | | Citizenship | |
| Passport or ID card number | | Date of Birth | |
| Residential address | | | |
| Purpose and Reason for Opening of the Account(s) with BoG (please give detail description) | | | |
| Origin of transfer of funds on BoG account (please provide details, upon request please provide document verifying source of wealth/funds) | | | |
| The amount expected to be received on the BoG account | | | |
| Please specify the bank(s) where you have/had other accounts | | | |

2. Employment Status and Financial Position

| | | | | |
|---|---|----------------------------------|---------------------------------------|-------------------------------------|
| Employed <input type="checkbox"/> | Student/ pupil <input type="checkbox"/> | Retired <input type="checkbox"/> | Own Business <input type="checkbox"/> | Unemployed <input type="checkbox"/> |
| If you are employed please fill the information below: Nature of business, Company name where you work (Identification code), Position in the company , Country of incorporation of company | | | | |

3. Total estimated net wealth in GEL (for example: salary, dividend, rental income and ect.) and source of wealth

| | | | | |
|--|---|--|--|--|
| Less than 30,000 <input type="checkbox"/> | Between 30,000 and 100,000 <input type="checkbox"/> | Between 100,000 and 500,000 <input type="checkbox"/> | More than 500,000 <input type="checkbox"/> | Do not have net worth <input type="checkbox"/> |
| Please provide information which clearly shows how you have created his / her wealth (source of wealth): | | | | |

4. Status of politically active person

| | | |
|---|------------------------------|-----------------------------|
| 4.1 Are you a Politically Exposed Person? <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If yes please indicate provide the position and period: | | |
| 4.2 Are You an immediate family member of the PEP ? <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If yes please provide full name, the position, and your relationship with the PEP: Spouse <input type="checkbox"/> Child or spouse of the child or common-law partner of the child <input type="checkbox"/> Parent <input type="checkbox"/> Brother or sister <input type="checkbox"/> | | |
| 4.3 Have you ever been or Are You a personal or professional associate of the mentioned person(s) who commonly benefits from the assets or from an established business relationship or from another form of close business contact with the upper stated person(s)? <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If yes please provide full name, the position, and your relationship with the PEP: | | |

5. International Financial Sanctions

| | | |
|---|------------------------------|-----------------------------|
| Are you connected with any person/entity or Is your activity connected with or conducted on behalf of any person/entity listed in special lists published by OFAC(The Office of Foreign Assets Control), UN(United Nations) and EU (European Union)? <input type="checkbox"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If yes, please indicate type of relationship and name of person/entity with which you have direct or indirect connection: | | |

In case if there is grounded suspicious of the breach of the above mentioned statement the bank has right to close the accounts immediately.

By submitting this application I confirm, that the ultimate Beneficial owner of the banking account(s):

Full Name _____ Date _____
of the Account Holder and Signature

¹ Politically Exposed Person (PEP) is a natural person, who has been/had been entrusted with prominent public functions in a country and carries out significant public and political activities and holds one of the following offices or positions: Head of State or of government, member of government, their deputies, senior official of government institution, member of parliament, member of the supreme court and constitutional court, high ranking military official, member of the central (national) bank's council, ambassador, senior executive of state owned corporations, political party (union) official and member of executive body of the political party (union), other prominent politician. This also applies to immediate family members of the PEP or to close personal or professional associates. A person shall be considered as a politically exposed during a year following his / her resignation from the foregoing positions.

SOURCE OF WEALTH / FUNDS DECLARATION

1. General Information

Full name of Client or Client's Representative

Citizenship/In case of dual citizenship please indicate both

Passport number / ID card

2. Source of Wealth

Source of wealth can be described as the activities which have generated your overall wealth and are distinct from your source of funds. Your overall wealth may have been accumulated from a number of different sources over a period of time and full details must be provided to avoid any delay in processing your application.

Please describe below your total wealth and the source of your wealth and specify in amount:

Sale of Shares, investments / liquidation investment portfolio

Business income (profits)

Sale of property

Inheritance/Gift

Lottery/betting/casino win

Divorce

Other (specify)

➤ **Please provide the relevant information and supporting documents (refer to Source of Wealth)**

Example sources of wealth together with the documents required to be provided are shown on Annex 1.

3. Source of Funds

Source of funds can be described as the specific activity which has generated the funds to establish the business relationship or to undertake a transaction.

Please describe fully below the source of funds and specify in amount

- Personal savings
- Dividends/Interest or profit from the company
- Employment income (salary/compensation/bonus)
- Sale/Rent of property
- Loan
- Insurance Claims
- Gift or inheritance from a third party
- Lottery/betting/casino win
- Cryptocurrency (Bitcoin, etc.)
- Other (specify)

➤ Please provide the relevant information and supporting documents (refer to Source of Funds)
Example sources of funds together with the documents required to be provided are shown on Annex 1.

I declare that the information provided is, to the best of my knowledge and belief, accurate and complete.

Client's or Client's
Representative Full Name

Date

Client Signature _____

Annex 1

| Description of Source of Wealth | Supporting Documents to be supplied |
|--|--|
| Employment income | <ul style="list-style-type: none"> • One or more recent pay slips • Confirmation from employer of income • Bank statements clearly showing receipt of most recent salary payments from named employer |
| Sale of Shares, investments / liquidation investment portfolio | <ul style="list-style-type: none"> • Investment/savings certificates, contract notes or statements or • Confirmation from the relevant investment company or • Bank statement showing receipt of funds by investment company name or |
| Business income (profits) | <ul style="list-style-type: none"> • A copy of trading details or an annual report from the company's website (if applicable) or • Hard copy of the latest annual report / financial statement |
| Dividends/Interest or profit from the company | <ul style="list-style-type: none"> • Latest audited company accounts statement / dividend statement |
| Sale of property | <ul style="list-style-type: none"> • Signed letter from solicitor or • Signed letter from estate agent (if applicable) or • Sale contract |
| Inheritance | <ul style="list-style-type: none"> • Grant of probate (with a copy of the will) which must include the value of the estate or • Solicitor's letter or letter from Trustees of an estate |
| Insurance Claims | Letter from Insurance provider |
| Gift | <ul style="list-style-type: none"> • Letter from donor confirming details of gift • Acknowledging the source of the donated funds <p><i>(Based on the source of wealth specified the donor needs to provide supporting documentation as per the provisions in this matrix)</i></p> |
| Lottery/betting/casino win | <ul style="list-style-type: none"> • Letter from relevant organization (Lottery headquarters/betting shop/casino) or • Bank statement showing funds deposited by company name or • Copies of media coverage (if applicable) as supporting evidence |
| Compensation payment | <ul style="list-style-type: none"> • Letter/court order from compensating body or • Solicitor's letter |
| Cryptocurrency | <ul style="list-style-type: none"> • A receipt from the service you bought the bitcoins from (for example, an exchange) and a screenshot from your wallet that shows the transaction from that service to you |
| Divorce | <ul style="list-style-type: none"> • Copy of court order / judicial separation agreement. |
| Other | <ul style="list-style-type: none"> • Appropriate supporting documentation or |